

Tournament Administration Intern

Internship Dates: April 1 – June 22, 2020*

The [Principal Charity Classic](#) is an annual PGA TOUR Champions event held at Wakonda Club in Des Moines. Since 2007, the tournament has raised more than \$23 million for Iowa children's charities. The event draws some of the biggest names in golf, including Bernhard Langer, John Daly, Scott McCarron and many more. The tournament is managed by [Bruno Event Team](#).

Internship overview

The **Tournament Administration Intern** will work alongside the full-time tournament staff on many aspects of the event. Primary areas of concentration will include volunteer coordination, event execution and clerical administration. The ideal candidate will possess strong written and oral communication skills, the ability to work independently on multiple projects and a willingness to go above and beyond for tournament stakeholders. This paid internship is an excellent opportunity for students who are serious about pursuing a career in sports. Interns will be asked to take ownership of key projects and will gain strong professional experience.

Intern responsibilities

The Tournament Administration Intern will be the main point of contact for the following projects.

- Assist with recruitment and management of 1,200+ volunteers
- Communicate with volunteers regarding committee assignments, schedules & general questions
- Help oversee volunteer headquarters on-site during tournament week, including volunteer meals
- Manage Principal Charity Classic promotions at local community events prior to tournament
- Execute all aspects of the tournament's 2020 Honorary Observer Program
- Book and manage accommodations for Bruno Event Team support staff
- Assist with the management of corporate clients

The Tournament Administration Intern will assist full-time staff with the following projects on a daily basis.

- Assist with Birdies For Charity program, including data entry, filing documents, etc.
- Assist with processing manual ticket orders and donation requests.
- Assist with tournament credentialing process; media, volunteers, vendors, support staff.
- Assist with updating and maintaining [principalcharityclassic.com](#).
- Assist with planning for and the execution of special events during tournament week.
- Assist with any other relevant administrative or operational tasks as assigned.

Timeframe

- Internship dates are April 1 – June 22, 2020 (*these dates are approximate and subject to change as needed).
- Minimum of 20 hours per week in April; some evening or weekend hours may be required during this month.
- Event-time hours (mid-May – June) are 40-80 hours per week, including evening and weekend hours.

Qualifications

- Must be a current college/graduate program student studying Sports Management, Public Relations, Marketing or a related field **OR** a recent graduate with relevant experience.
- Possess developed written and oral communication skills, the ability to work independently on multiple projects and flexibility to assist with areas of the tournament as needed.
- Must have basic knowledge of PC software systems, including Microsoft Office and Excel.
- Working knowledge of Adobe Photoshop and Constant Contact preferred, but not required.

To apply

Submit your resume, cover letter and contact information for three references on or before **January 6, 2020**. Please direct materials and questions to Brandi Putz at brandi@principalcharityclassic.com or by calling 515-279-4653.